

ADMINISTRATIVE - INTERNAL USE ONLY

6 December 1983

MEMORANDUM FOR: DD/OP/PA&E

FROM:

C/HRPS

SUBJECT: Weekly Activities Report

1. This week HRPS succeeded in implementing a procedure that reduces 2 1/2 months of analytical work into a one-day effort. One of the most useful HRPS projection methods has concerned the relative changes in employee age populations. In the past, the annual preparation of the data base has required about 6-weeks of ID/I&AB effort and 6-weeks of HRPS effort to format and compute the proper percentages. We have recently been able to use our terminal and a computerized statistical package (SAS) to prepare these packages overnight.

2. Most of the rest of HRPS time and effort was divided between training staff members and moving the office from Ames to Building.

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